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12-7-2021

## CLAS Academic Council Members and Meeting Schedule, 2020-2021

College of Liberal Arts and Sciences, University of Maine

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**CLAS ACADEMIC COUNCIL SCHEDULE****2020 - 2021****SUBMISSION DEADLINES AND MEETING DATES FOR NEW COURSES AND CURRICULUM MODIFICATION REQUESTS**

*All CLAS AC meetings will take place Tuesdays from 8:00 - 9:00 A.M. via Zoom, unless otherwise noted. All curriculum changes must be reviewed and approved by the CLAS Academic Council.*

| <b>SUBMISSION DEADLINES FOR ACADEMIC COUNCIL<br/>c/o<br/>clas@maine.edu</b> | <b>ACADEMIC COUNCIL MEETINGS<br/>VIA ZOOM<br/>8:00 - 9:00 AM</b> | <b>SUBMISSION DEADLINE DATES FOR UPCC MEETINGS</b> | <b>UPCC MEETINGS<br/>VIA ZOOM<br/>3:00 - 4:30 PM</b> |
|---|--|--|--|
| Tues., Sept. 8th  | Tues., Sept. 15th  | Fri., Sept. 18th                                   | Wed., Sept. 30                                       |
| Tues., Oct. 6th   | Tues., Oct. 13th   | Fri., Oct. 16th                                    | Wed., Oct. 28th                                      |
| Tues., Nov. 3rd   | Tues., Nov. 10th   | Fri., Nov. 13th                                    | Mon., Nov. 23rd                                      |
| <b>Dec. - No Meeting</b>  | <b>Dec. - No Meeting</b>   | <b>Dec - No Meeting</b>                            | <b>Dec. - No Meeting</b>                             |
| Tues., Jan. 5th   | Wed., Jan 13th   | Fri., Jan. 15th                                    | Wed., Jan. 27th                                      |
| Tues., Feb. 2nd   | Wed., Feb. 10th  | Fri., Feb. 12th                                    | Wed., Feb. 24th                                      |
| Tues., Mar. 2nd   | Wed., Mar. 10th  | Fri., Mar. 19th                                    | Wed., Mar. 31st                                      |
| Tues., Apr. 6th   | Wed., Apr. 14th  | Fri., Apr. 16th                                    | Wed., Apr. 28th                                      |
| Tues., May 4th  | Wed., May 12th   | Fri., May 14th                                     | Wed., May 26th                                       |

UPPC Link for Undergraduate Course Proposal Forms: <http://umaine.edu/upcc/forms/>

Graduate School Link for Course proposal for <https://umaine.edu/graduate/facultystaff-resources/>

Click on "course proposals and changes" to open and print the form



*College of*  
**Liberal Arts  
and Sciences**

College of Liberal Arts and Sciences  
Academic Council Members  
AY 2020-2021

|                                      |                        |
|--------------------------------------|------------------------|
| Mac Stetzer, PHY                     | Term expires May, 2021 |
| Mark McLaughlin, HTY                 | Term expires May, 2021 |
| Alice Bruce, CHY                     | Term expires May, 2022 |
| Sam Hanes, ANT                       | Term expires May, 2022 |
| Thane Fremouw, PSY                   | Term expires May, 2022 |
| Don Beith, PHI                       | Term expires May, 2023 |
| Bridie McGreavy, CMJ                 | Term expires May, 2023 |
| Kristin Vekasi, SPIA/POS             | Term expires May, 2023 |
| Tim Cole, Dean's Office (Ex Officio) | Ongoing                |



## New Course Proposal

Updated 03.29.21

DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_  
COURSE DESIGNATOR: \_\_\_\_\_ PROPOSED COURSE #: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_ EFFECTIVE SEMESTER: \_\_\_\_\_  
MaineStreet Effective Date (OSR USE ONLY): \_\_\_\_\_

**Requested Action:** *Note:* A complete syllabus is required for all new courses, including travel-study courses offered through DLL or Summer Session. Please be sure that all elements required for a syllabus at the University of Maine are present. We recommend you work closely with the syllabus guidelines found at [www.umaine.edu/citl](http://www.umaine.edu/citl).

### 1. NEW COURSE: Check all that apply

|                     |                          |  |                          |
|---------------------|--------------------------|--|--------------------------|
| New Course          | <input type="checkbox"/> | New Course/Gen Ed (Complete Section 2) | <input type="checkbox"/> |
| Travel Study Course | <input type="checkbox"/> | Experimental                           | <input type="checkbox"/> |
| Service-Learning*   | <input type="checkbox"/> | Internship                             | <input type="checkbox"/> |

(\*Add SL: before the title of course. Refer to documentation on the criteria for Service-Learning at: [www.umaine.edu/upcc](http://www.umaine.edu/upcc))

**ENDORSEMENTS:** *Please print and sign name*

**DATE**

Leader, Initiating Department/Unit(s)

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College(s) Curriculum Committee Chair(s)

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Dean(s)

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Associate Provost for Academic Affairs and Faculty Development

Jessica Miller

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\*\* When determining the number of credit hours for your course please note the Definition of an Undergraduate Student Credit Hour as published in the Undergraduate Catalog:

**Definition of an Undergraduate Student Credit Hour:** The University of Maine and the University of Maine at Machias acknowledge and adhere to the federal definition of a credit hour with respect to courses offered face-to-face, in hybrid format, and online, as developed in 2010 and published in the *Code of Federal Regulations* (CFR), Title 34, Part 600.02:

[A] credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit [ . . . ] or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution[,] including laboratory work, internships, practica, studio work, and other academic work leading to the awarding of credit hours. Rev. September 2018

## **2. PROPOSED CATALOG DESCRIPTION:**

**Designator:**

**Number:**

**Title:**

**Prerequisites:**

**Credit Hours:**

**Does it meet Service-Learning?:**

**Description:**

## **3. REASON FOR NEW COURSE (please include updated catalog changes when submitting course):**

**4. Can this course be repeated for credit? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, please skip the next two questions)**

**5. If YES, total number of credits allowed: \_\_\_\_\_ If YES, total number of completions allowed: \_\_\_\_\_**

**6. Can students enroll multiple times in term?\* Yes \_\_\_\_\_ No \_\_\_\_\_**

**7. Will this course be delivered using distance technology for over 50% of the class time?\***

Yes \_\_\_\_ No \_\_\_\_

(\* if you answered yes to either of these questions, please consult with CITL as soon as possible:

<https://umaine.edu/citl/instructional-design-2/>)

**8. Will this course be a travel study course?\*** Yes \_\_\_\_ No \_\_\_\_

(\* if you answered yes, please contact the Division of Lifelong Learning as soon as possible for approval:

<https://dll.umaine.edu/>)

**9. CURRICULUM EDITS** - Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (**attach an edited copy of the current catalog with proposed changes or memorandum with proposed changes**):

**YES**, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors. \_\_\_\_

**NO**, this course will not be added to any lists of requirements, and therefore I have not submitted curriculum changes for it. \_\_\_\_

**10. COMPONENTS (type of course/used by Student Records for MaineStreet\*):**

*Please check ONLY ONE box unless the proposed course will have multiple non-graded components*

|                   |  |              |  |
|-------------------|--|--------------|--|
| Applied Music     |  | Recitation   |  |
| Clinical          |  | Research     |  |
| Field Experience  |  | Seminar      |  |
| Independent Study |  | Studio       |  |
| Laboratory        |  | Thesis       |  |
| Lecture           |  | Travel Study |  |

(\*For information on Course Components Definitions please see: <https://umaine.edu/upcc/forms/>)

**11. When will this course typically be offered (please check all that apply):**

|        |  |             |  |
|--------|--|-------------|--|
| Fall   |  | Summer      |  |
| Spring |  | Alternating |  |

**THIS SECTION (12 – 14) MUST BE COMPLETED FOR GENERAL EDUCATION APPROVALS:**

**12. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max. number of gen eds per course is 2):**

|   |  |
|---|--|
| Quantitative Literacy                             |  |
| Lab Science                                       |  |
| Application of Scientific Knowledge               |  |
| Western Cultural Traditions                       |  |
| Population & Environment                          |  |
| Cultural Diversity and International Perspectives |  |
| Artistic & Creative Expressions                   |  |
| Social Context & Institutions                     |  |
| Ethics  |  |
| Writing Intensive                                 |  |
| Capstone Experience*                              |  |

(\*A Capstone Experience does **not** count towards the maximum number of 2 gen eds. For more information on General Education descriptions please see: <https://umaine.edu/upcc/forms/>)

**13. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed general education category (with examples):**

**14. Please provide the rationale for assigning a Gen Ed to this course:**

**15. TEXT(S) PLANNED FOR USE** (if more room is needed please attach a separate page):

**16. COURSE INSTRUCTOR** (include name, position and teaching load):

**17. Are additional resources required for this course?:**

**YES**, please list additional resources required and note how they will be funded or supported. \_\_\_\_\_

**NO**, the department will not request additional resources for this course, now or in the future, unless the request is accompanied by an explanation of how the increased funding or other support is to be provided. \_\_\_\_\_

**18. For any resources needed for this course that the instructor is seeking to secure from, or access through, Fogler Library, has Fogler's Head of Collection Services affirmed their availability?**

**YES**, Fogler has affirmed that it has the digital and/or print resources needed for this course. \_\_\_\_\_

**NO**, Fogler has not affirmed that it has the digital and/or print resources needed for this course (or, has confirmed that it cannot supply them). \_\_\_\_\_

If you answered NO above, please plan accordingly as you prepare to deliver your course.

**19. Will offering this course result in overload salary payments (either through the college or DLL) either to the instructor of this course or to anyone else as a result of rearranging teaching assignments? If yes, please explain:**

**20. Does the content of this course overlap significantly with other University courses? If so, list the course, explain the overlap, and justify the need for the proposed course.**

**21. What other department/programs are affected? Have affected departments/programs been consulted? Have any concerns been expressed? Please explain:**





## Course Elimination Form

DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

COURSE DESIGNATOR: \_\_\_\_\_ PROPOSED COURSE #: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ EFFECTIVE SEMESTER: \_\_\_\_\_

**REASON FOR ELIMINATION** *(please be specific, please add additional pages if needed):*

**IDENTIFY ANY COURSE FOR WHICH THIS COURSE WAS A PREREQUISITE:**

**IDENTIFY ANY MAJOR OR MINOR FOR WHICH THIS COURSE FULFILLED A REQUIREMENT:**

**ENDORSEMENTS** *(Please Print and Sign Name)*

**DATE**

**Leader, Initiating Department/Unit(s)**

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**College(s) Curriculum Committee Chair(s)**

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**Dean(s)**

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**Associate Provost for the Division of Lifelong Learning**

**Monique LaRocque**

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## Course Modification Form

Updated 03.29.21

DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_  
COURSE DESIGNATOR: \_\_\_\_\_ PROPOSED COURSE #: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_ EFFECTIVE SEMESTER: \_\_\_\_\_  
MaineStreet Effective Date (OSR USE ONLY): \_\_\_\_\_

**Requested Action:** *Note: A complete syllabus is required for the addition of General Education to an existing course. Please be sure that all elements required for a syllabus at the University of Maine are present. We recommend you work closely with the syllabus guidelines found at [www.umaine.edu/citl](http://www.umaine.edu/citl).*

**1. MODIFICATION:** *Check all that apply and note that if you are making substantial modifications you may want to consider creating a new course.*

|   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Designator Change   | <input type="checkbox"/> | Credit Change   | <input type="checkbox"/> |
| Cross Listing   | <input type="checkbox"/> | Number Change   | <input type="checkbox"/> |
| Title Change  | <input type="checkbox"/> | Description Change  | <input type="checkbox"/> |
| Prerequisite Change   | <input type="checkbox"/> | Course Repeat Change  | <input type="checkbox"/> |
| Addition of Electronic Learning Component**                               | <input type="checkbox"/> | Conversion of an existing on-site Course to an online Course**  | <input type="checkbox"/> |
| Service-Learning*<br>(Please add <b>SL:</b> in front of the Course Title) | <input type="checkbox"/> | Addition of Gen Ed (Please see additional information on <a href="http://www.umaine.edu/upcc">www.umaine.edu/upcc</a> ) | <input type="checkbox"/> |

\*Refer to documentation on the criteria for Service-Learning at: [www.umaine.edu/upcc](http://www.umaine.edu/upcc)

\*\*Faculty who are converting a course for online delivery, or making substantive changes to an existing course delivered online, are strongly encouraged to work with the Center for Innovation in Teaching and Learning (CITL) on those modifications:

<https://umaine.edu/citl/instructional-design-2/>

**ENDORSEMENTS:** *Please print and sign name*

**DATE**

Leader, Initiating Department/Unit(s)

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College(s) Curriculum Committee Chair(s)

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Dean(s)

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Associate Provost for Academic Affairs and Faculty Development

Jessica Miller

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**2. CURRENT CATALOG DESCRIPTION:**

**Designator:**

**Number:**

**Title:**

**Prerequisites:**

**Credit Hours:**

**Does it meet Service-Learning?:**

**Description:**

**3. PROPOSED CATALOG DESCRIPTION:**

**Designator:**

**Number:**

**Title:**

**Prerequisites:**

**Credit Hours:**

**Does it meet Service-Learning?:**

**Description:**

**4. If the course designator or course number is being changed, please list any courses for which this course is a prerequisite:**

**5. REASON FOR COURSE MODIFICATION:**

**6. INSTRUCTOR:** \_\_\_\_\_

**THIS SECTION (7 – 9) MUST BE COMPLETED FOR GENERAL EDUCATION APPROVALS:**

**7. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max number of gen eds per course is 2):**

*If a General Education area is already met, please indicate which one(s) in the second column.*

|   | Proposed | Currently Met |
|---|----------|---------------|
| Quantitative Literacy                             |          |               |
| Lab Science                                       |          |               |
| Application of Scientific Knowledge               |          |               |
| Western Cultural Tradition                        |          |               |
| Population & Environment                          |          |               |
| Cultural Diversity and International Perspectives |          |               |
| Artistic & Creative Expressions                   |          |               |
| Social Context & Institutions                     |          |               |
| Ethics  |          |               |
| Writing Intensive                                 |          |               |
| Capstone Experience*                              |          |               |

(\*A Capstone Experience does **not** count towards the maximum number of 2 gen eds. For information on General Education descriptions please see: [www.umaine.edu/upcc](http://www.umaine.edu/upcc))

**8. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed general education category (with examples):**

**9. Please provide the rationale for assigning a Gen Ed to this course:**

**10. When will the course typically be offered (please check all that apply):**

|        |  |             |  |
|--------|--|-------------|--|
| Fall   |  | Summer      |  |
| Spring |  | Alternating |  |

**11. If there are changes to the repeatability of the course, please complete this section:**

**Can this course be repeated for credit?** Yes \_\_\_\_\_ No \_\_\_\_\_ *(If no, please skip the next two questions)*

**If YES,** total number of credits allowed: \_\_\_\_\_ Total number of completions allowed: \_\_\_\_\_

**Can students enroll multiple times in term?** Yes \_\_\_\_\_ No \_\_\_\_\_

**12. CURRICULUM EDITS** - Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course (attach an edited copy of the current catalog with proposed changes or memorandum with proposed changes):

**YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors.** \_\_\_\_\_

**NO, this course will not be added to any lists of requirements, and therefore I have not submitted curriculum changes for it.** \_\_\_\_\_

**13. COURSE RESOURCES** - For any additional resources needed for this course that the instructor is seeking to secure from, or access through, Fogler Library, has Fogler's Head of Collection Services affirmed their availability?

**YES,** Fogler has affirmed that it has the digital and/or print resources needed for this course. \_\_\_\_\_

**NO,** Fogler has not affirmed that it has the digital and/or print resources needed for this course (or, has confirmed that it cannot supply them). \_\_\_\_\_

If you answered NO above, please plan accordingly as you prepare to deliver your course.